

DEPARTMENTAL POLICY

POLICY # 108	SUBJECT: Computer Asset Management
EFFECTIVE DATE: December 15, 1992	PAGE 1 of 3
REVISION DATE: January 9, 2009	
AUTHORIZED SIGNATURE:	

COMPUTER ASSET MANAGEMENT

I. Purpose

The purpose of this policy is to establish policy and clear responsibility for computer asset management.

II. Policy

In compliance with the Department of Technology and Information's (DTI) requirements, the Department of Services for Children, Youth and Their Families (DSCYF) will appoint an Information Resource Manager (IRM) who reports to the Director of the Division of Management Support Services (or his or her designee). The IRM is responsible for developing and establishing information system and computer-related policies and procedures for DSCYF. DSCYF will also appoint, at a minimum, one Information Security Officer (ISO) whose responsibilities include ensuring the security and safety of information system hardware and software. The computer related policies and procedures established by the IRM and ISO will define the standardization of computer configurations that will facilitate technical assistance, maintenance and repair processes.

III. Responsibilities

A. Management Information Systems Unit Responsibilities:

1. Review and approve all requisitions for computer and computer-related purchases to ensure compatibility with DTI and DSCYF standards.
2. Receive, tag and inventory all computer assets (hardware and software).
3. Receive, inventory and distribute all software licenses as appropriate to DSCYF employees.

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4. Perform computer asset configuration and set-ups (hardware and software) as needed to meet business requirements.
5. Upon request and notification by the responsible unit manager, MIS will take steps to remove sensitive information from storage devices no longer in use or destroy them in ways so that any information they contain cannot be recovered with current technologies. The responsible unit manager will be responsible for the costs of such operations, including replacement of the devices, if needed.
6. MIS will provide (assuming the availability of funding) and support electronic security devices, training and procedures for use of such devices and software.
7. Maintain secure storage of new and used computer assets that need storage.
8. Assist the DSCYF Fiscal Unit in required record keeping for Fixed Capital Assets.

B. Division Responsibilities:

1. Divisions are responsible for reporting to the ISO any damaged or missing computer equipment and, if necessary, reporting such information to law enforcement agencies.
2. Employees and unit managers using electronic security devices are responsible for properly operating and managing the use of such devices assigned to them including restricting use to properly trained and authorized individuals as well as reporting lost, damaged or malfunctioning devices to their management.
3. Program and unit managers shall inform the IRM (or MIS personnel designed by the IRM) of new hires, retirements or other pertinent personnel changes and of changes in the locations of computer equipment.

C. Fiscal Unit Responsibilities:

1. The Fiscal Unit shall ensure the recording of fixed information system assets in accordance with the policies and procedures established by the State of Delaware Office of Management and Budget's Accounting Policy regarding Fixed Capital Assets.

- a. As of December, 2008 fixed assets that require listing as a Fixed Asset include: computers and telecommunications equipment costing more than \$25,000 with a useful life of more than one year.
 - b. Computer software is to be included in Fixed Assets record keeping only if its cost exceeds \$1,000,000.
2. While the State of Delaware requires that only computers and telecommunications equipment costing more than \$25,000 need to be included in a listing of Fixed Assets, the federal government requires asset record keeping on computer and information system capital assets of \$5,000 or more. DSCYF will need to maintain appropriate records of federally funded computer and information system capital assets for federal audit purposes.